

Apple-Works Forum

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Support for AppleWorks and ///EZ Pieces Users

Avoid Hyphens in Data Base Files

Dear Cathleen,

I wanted to use Sideways to print my data base files lengthwise on the paper, so I used the procedures described in the November 1987 issue of the *AppleWorks Forum* for transferring data from the data base to the spreadsheet modules. Here's a suggestion I learned from that experience: Don't use hyphens in numbers you expect to transfer to the spreadsheet. For example, don't transfer telephone numbers if you used the format 123-4567. When you transfer those numbers to the spreadsheet using a DIF file, the hyphens are deleted and the number entered as 1234567.

Dr. A. John Rose
Beachwood, Ohio

[Ed: Dr. Rose is correct: Hyphens are stripped from numbers when they are transferred into the spreadsheet. If you have a macro program, you can use this work-around to overcome that problem:]

1. While in the data base file, change the format of the multiple record layout so the category that contains the hyphenated numerical data appears on the screen.
2. Return to the multiple record layout and write a macro that inserts an infrequently used character (e.g., a tilde) in front of every entry in that category.
3. Print your data as a DIF file and transfer the data into a spreadsheet following the directions in the November issue of the *AppleWorks Forum*.
4. With the spreadsheet on the screen, put the

The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. The group provides assistance to members and information about the AppleWorks program and applications of the program. Our primary means of communication with members is through the monthly newsletter entitled the **AppleWorks Forum**.

cursor at the top of the column containing the hyphenated data.

5. Write a macro that deletes the tilde in each entry in the column.

Your numbers will now appear as labels in the spreadsheet and the hyphens will remain.

One other note: A number of sideways programs (e.g., FontWorks) let you print data base reports sideways. You should not have to transfer your data into a spreadsheet to get the report format you desire.]

Why Do I Get ~'s?

Dear Cathleen,

After I finish documents in the Word Processor, I like to spell-check them, using Pinpoint's Document Checker. However, when I go back to AppleWorks and print, sometimes I get these marks in my document: ~. Why do I get these strange marks?

Megan Knoppe
Cape Coral, Florida

[Ed: Document Checker puts tildes (~) in your corrected document to signal that it changed the length of a line. While Document Checker can correct the spelling of a word, it cannot reformat your document. You should return to AppleWorks, do a Find (Apple-F) for "~", and delete the mark. AppleWorks will automatically reformat the document.]

AppleWorks Forum

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More Help With Document Checker

Dear NAUG,

I was in the market for a good spell checking program. After reviewing the series of articles on spelling programs in the October through December, 1986 issues of the *AppleWorks Forum*, I purchased Document Checker.

I like the program, except for a couple of things. The program never tells you when to turn over your disk to use the dictionary. That was confusing at first, but easily figured out after a while. The other problem is the Document Log file. I can't figure out how to use it.

Richard Osborn
Edina, Minnesota

[Ed: Document Checker has two modes: Interactive and non-interactive. In interactive mode, the program pauses every time it finds a word that is not in the dictionary. It shows you the suspect word in context and suggests alternative spellings. You can either accept or replace the word. Most people use Document Checker in this mode.]

However, one of the advantages of Document Checker is its ability to check the spelling of a series of documents while unattended in non-interactive mode. When in non-interactive mode, Document Checker creates a text (ASCII) file, named Document Log, on your data disk. Document Checker reads all the files you specify and writes a list of all suspect words in the file Document Log. When the spelling check is complete, you can use AppleWorks to review the list of suspect words in Document Log.

You use the Document Log file as follows:

- 1. After quitting Document Checker, return to AppleWorks.*
- 2. Indicate you want to create a new word processor document using the text (ASCII) file named Document Log. (The correct path-name is /diskname/DOCUMENT.LOG; sub-*

stitute the name of your data disk for "disk-name".)

- 3. Review the list of potentially misspelled words in the Document Log file. If a word is misspelled, return to the Main Menu and add the file containing that word to the AppleWorks desktop. Then use the Replace Command (Apple-R) to find and replace the misspelled word.*
- 4. Save the corrected document on your disk with the Apple-S command.*
- 5. Remove the file Document Log from both the desktop and the data disk.*

The availability of non-interactive mode is a nice feature in Document Checker. While non-interactive mode does not let you see misspelled words in context, in some environments it makes spell checking more convenient. For example, you can write all morning and then have the program check your documents while you have lunch. When you return from lunch, you can look at Document Log, correct your spelling and typographical errors, and print all your morning's work.]

Disk Drive Problems with Apple //gs

Dear Cathleen,

I know of a number of Apple //GS users who are having problems with the operation of the 3.5 inch disk drives. The problem is that more than one disk drive comes on and the system locks up. One or both disks in the drive(s) are often damaged in the process.

I've looked into this problem and would be glad to correspond about this matter with my fellow NAUG members.

Henry Clay Bailey III
Box 16757
Jacksonville, Florida 32245-6757

Comments about the Timeout Series

I recently purchased some of the Timeout series of AppleWorks enhancements from Beagle Bros. These programs are similar in some ways to Pinpoint's Desk Accessories. But, surprise, all of the Timeout series, except UltraMacros, are completely compatible with Pinpoint. Now we can choose to graph our spreadsheets with Timeout Graph and still have all the Pinpoint accessories available.

A word about Timeout QuickSpell: This enhancement is good if you want to check your entire document. If you only need to check a word or paragraph, stick with Pinpoint Speller. Timeout QuickSpell can only check complete documents.

By the way, a Timeout series program can be summoned even when a Pinpoint accessory is active. For example, when KeyPlayer is active, you can call up the Timeout DeskTools. However, I did find one bug: When Pinpoint KeyPlayer is active and the clock is called up from the Timeout DeskTools, the program freezes and you must re-boot. The other accessories work well.

Bruce Shanker
Warminster, Pennsylvania

[Ed: This message, like many others that appear in this column, was taken from the NAUG bulletin board (313)-482-8090.]

NAUG members are putting the Timeout series through its paces. We will publish reviews of the different products in forthcoming issues of the AppleWorks Forum.]

AppleWorks Version 2.0 Rumor

Dear Cathy,

I heard at AppleFest that Apple Computer will resume its \$50 AppleWorks version 2.0 upgrade offer when the new Apple software company spin-off, Claris, takes over distribution of the product. Is the rumor true?

Walter Dukes
Oakland, California

[Ed: I heard the same rumor at AppleFest, but not from an Apple source. Apple Computer denies it has plans to resume the upgrade offer. However, another unconfirmed rumor says that Apple took in about \$1 million on the upgrade offer before it was terminated. If you made \$1 million from the sale of a product, would you turn off the spigot?]

Correction

The Members Helping Members chart of Eastern Time Zone volunteers published in the October 1987 *AppleWorks Forum* had numerous errors. However, the names, telephone numbers, and times to call these volunteers are correct. We will publish a corrected chart in the January 1988 issue.

Good Prices

Here are some excellent prices for hardware and software of interest to AppleWorks users. NAUG has not purchased from these companies; we would like to hear of your experience with these vendors. In addition, let us know about good prices you find for other AppleWorks-compatible items.

Computer Direct - (312) 382-5050

AppleWorks, Version 2.0...\$99.95 + \$3.00 shipping.

Central Point Universal Disk Controller (for 3.5 inch drives), \$59.95 + \$10 shipping.

Micro Electronics, Inc. - (800) 634-3478

Diskettes: 5.25 inch, DS/DD, with sleeves, no labels, \$27/100 + \$4 shipping; \$50/200 + \$5 shipping.

Diskettes: 3.5 inch, DS/DD, no labels, \$49.50/50 + \$4 shipping.

Zimco International - (800) 227-6647

Laser 128K ...\$365 (free shipping).

Central Point 3.5 inch drive for //e, //GS, and Laser 128...\$179 (free shipping)

Customizing AppleWorks

— Part 1

by John G. Thomas

Want to learn how to use a sector editor to modify AppleWorks? This is the first of two articles to help you get started. This month, Mr. Thomas gives you the background necessary to use a sector editor. Next month he will describe how to modify AppleWorks.

How would you like the first AppleWorks menu to greet you with “Welcome to North Junior High School’s Computer Laboratory” or “This program belongs to John Thomas”? Perhaps you would like to change the error message that says “UNABLE TO LOAD PRODOS” to “PLEASE TURN THIS DISK OVER AND RE-START YOUR COMPUTER”. You can make these changes once you learn how to use a sector editor to customize AppleWorks.

By the time you complete these two articles, you should be able to:

1. Revise the AppleWorks menus to make your copy of the program unique and more user friendly.
2. Have a better understanding of disk files and be able to make minor modifications to program and data files.

I will minimize the assumptions I make about your experience with computers.

The Sector Editor

A sector editor is a program that lets you look at and change everything that is stored on a disk. Sector editors get their name from the way data is arranged on a floppy or hard disk. For example, when you use an Apple 5.25 inch floppy disk, the data is stored in 35 concentric tracks. Each track is divided into 16 areas called sectors, and each sector contains up to 256 characters of information. These characters are stored on the disk as different patterns of magnetically arranged sets of molecules. The characters are represented in the computer by a

series of different electrical patterns. The Apple computer and disk system are capable of keeping track of 256 different magnetic or electrical patterns.

To help us think and write about these patterns, we assign a different number to each pattern. For example, pattern #1 looks like this:

0000000X

where the 0 stands for the molecules on the disk aligned one way and the X stands for the molecules aligned on the disk the other way. Every keystroke combination generates a unique pattern of signals and is assigned a different number between 0 and 255. For example, a Control-@ is pattern number zero, a Control-A is pattern number one, and so forth.

The ASCII System

While computers keep all instructions and data as patterns of electrical signals, humans find it difficult to communicate if we have to describe each pattern. So, instead of describing the patterns, we use their 256 different numeric labels. What the number actually stands for depends on what the programmer is trying to do. At one moment, the number serves as an instruction for the computer. At another time, the number can represent text in a data file or on a menu. For us casual snoopers, the numbers must be seen in their context so we know what each number means.

The pattern generated by each character and the number assigned to that pattern is common to all computers that use the American Standard Code

Advanced Techniques...

for Information Interchange (ASCII, pronounced ASK-ee) coding system. The ASCII system consists of a standard set of relationships. That is, the pattern 0000000X will always be assigned the number one and will always represent a Control-A. The pattern 000000X0 will always be assigned the number two and will always represent a Control-B. And so on.

How Copy //+ Fits In

The Copy //+ disk includes a sector editor program that can display the numbers associated with each pattern stored on a disk. You can use the sector editor to examine and change the data on the disk.

Figure 1 depicts two lines as they would appear from the Copy //+ sector editor. The sector editor divides the screen into two parts. The left two-thirds of the screen displays the numbers stored in each location on the disk. Don't be alarmed if the numbers look strange. They include the usual digits from 0 to 9, and also the letters from A to F. These are "hexadecimal" or "base 16" numbers. We use the hexadecimal system because that system saves space; we can display each of the 256 different numbers using only two character positions on the screen. If we used the decimal system, we would need to reserve three places to represent all numbers over 99. [Ed: To help remind you that a number is hexadecimal, computer users often put a dollar sign before the number to indicate that it is being represented in the hexadecimal system. The number \$47 is a hexadecimal number; the decimal equivalent is 71.]

Figure 1: Sample Lines Displayed by the Sector Editor

```
00 - 3F 09 26 50 52 4F 44 4F ? . &PRODO
08 - 53 20 20 20 20 20 20 20 S
```

The table in *Figure 2* lets you convert each hexadecimal number to the more familiar decimal or base 10 number.

How to Read the Sector Editor Screen

The numbers at the left side of the screen in *Fig-*

ure 1 are usually instructions to the computer. However, when the number at the left represents a letter of the alphabet, a number, or a character, the right-hand portion of the screen displays the corresponding character. For example, the hexadecimal number 44 is the ASCII value of the capital letter "D". So the left-hand portion of the screen displays the number 44 and the corresponding position on the right side of the screen displays the letter "D". As a result, if any sector on the disk contains a word or phrase, we will see the characters that make up that word or phrase on the right-hand portion of the screen.

The first pair of numbers in *Figure 1* is followed by a dash. Those numbers represent the address or position of the first of the eight values which follow on the same line. That is, the first value in this sector is stored in location 00 and the value stored in that location is 3F. The value stored in location 01 is the hexadecimal number 09. And so on.

As indicated earlier, some numbers on the screen represent the ASCII code for characters that may be typed at the keyboard. In the example in *Figure 1*, the letters of the word PRODOS are stored in this sector as 50 52 4F 44 4F 53, starting at the fourth position. A number of spaces follow the word, starting in position 09. If you look at *Figure 1*, you can see that the spaces have the ASCII code of 20 hexadecimal.

How to Read the ASCII Table

The table in *Figure 2* has three columns labeled "Hex", "Dec", and "Asc". The columns labeled "Hex" contain all the hexadecimal numbers between 00 and FF. The columns labeled "Dec" have the equivalent decimal values. By comparing these columns, you can convert any hexadecimal number to its decimal equivalent. For example, if you look up the hexadecimal number AA, you will see that it is equivalent to the decimal number 170.

The columns labeled "Asc" contain the ASCII equivalent for each of the hexadecimal or decimal numbers. For example, you can see from this table that the upper case letter "A" is equal to the hexadecimal number 41, which is the same as the deci-

Figure 2: Hexadecimal/Decimal/ASCII Conversion Table

Hex	Dec	Asc	Hex	Dec	Asc	Hex	Dec	Asc	Hex	Dec	Asc	Hex	Dec	Asc
00	0	^-@	34	52	4	68	104	h	9C	156		D0	208	P
01	1	^-A	35	53	5	69	105	i	9D	157		D1	209	Q
02	2	^-B	36	54	6	6A	106	j	9E	158		D2	210	R
03	3	^-C	37	55	7	6B	107	k	9F	159		D3	211	S
04	4	^-D	38	56	8	6C	108	l	A0	160	<sp>	D4	212	T
05	5	^-E	39	57	9	6D	109	m	A1	161	!	D5	213	U
06	6	^-F	3A	58	:	6E	110	n	A2	162	"	D6	214	V
07	7	^-G	3B	59	;	6F	111	o	A3	163	#	D7	215	W
08	8	^-H	3C	60	<	70	112	p	A4	164	\$	D8	216	X
09	9	^-I	3D	61	=	71	113	q	A5	165	%	D9	217	Y
0A	10	^-J	3E	62	>	72	114	r	A6	166	&	DA	218	Z
0B	11	^-K	3F	63	?	73	115	s	A7	167	'	DB	219	[
0C	12	^-L	40	64	@	74	116	t	A8	168	(DC	220	\
0D	13	^-M	41	65	A	75	117	u	A9	169)	DD	221]
0E	14	^-N	42	66	B	76	118	v	AA	170	*	DE	222	^
0F	15	^-O	43	67	C	77	119	w	AB	171	+	DF	223	_
10	16	^-P	44	68	D	78	120	x	AC	172	,	E0	224	
11	17	^-Q	45	69	E	79	121	y	AD	173	-	E1	225	a
12	18	^-R	46	70	F	7A	122	z	AE	174	.	E2	226	b
13	19	^-S	47	71	G	7B	123		AF	175	/	E3	227	c
14	20	^-T	48	72	H	7C	124		B0	176	0	E4	228	d
15	21	^-U	49	73	I	7D	125		B1	177	1	E5	229	e
16	22	^-V	4A	74	J	7E	126		B2	178	2	E6	230	f
17	23	^-W	4B	75	K	7F	127		B3	179	3	E7	231	g
18	24	^-X	4C	76	L	80	128		B4	180	4	E8	232	h
19	25	^-Y	4D	77	M	81	129		B5	181	5	E9	233	i
1A	26	^-Z	4E	78	N	82	130		B6	182	6	EA	234	j
1B	27	ESC	4F	79	O	83	131		B7	183	7	EB	235	k
1C	28		50	80	P	84	132		B8	184	8	EC	236	l
1D	29		51	81	Q	85	133		B9	185	9	ED	237	m
1E	30		52	82	R	86	134		BA	186	:	EE	238	n
1F	31		53	83	S	87	135		BB	187	;	EF	239	o
20	32	<sp>	54	84	T	88	136		BC	188	<	F0	240	p
21	33	!	55	85	U	89	137		BD	189	=	F1	241	q
22	34	"	56	86	V	8A	138		BE	190	>	F2	242	r
23	35	#	57	87	W	8B	139		BF	191	?	F3	243	s
24	36	\$	58	88	X	8C	140		C0	192	@	F4	244	t
25	37	%	59	89	Y	8D	141		C1	193	A	F5	245	u
26	38	&	5A	90	Z	8E	142		C2	194	B	F6	246	v
27	39	'	5B	91	[8F	143		C3	195	C	F7	247	w
28	40	(5C	92	\	90	144		C4	196	D	F8	248	x
29	41)	5D	93]	91	145		C5	197	E	F9	249	y
2A	42	*	5E	94	^	92	146		C6	198	F	FA	250	z
2B	43	+	5F	95	_	93	147		C7	199	G	FB	251	{
2C	44	,	60	96		94	148		C8	200	H	FC	252	
2D	45	-	61	97	a	95	149		C9	201	I	FD	253	}
2E	46	.	62	98	b	96	150		CA	202	J	FE	254	~
2F	47	/	63	99	c	97	151		CB	203	K	FF	255	
30	48	0	64	100	d	98	152		CC	204	L			
31	49	1	65	101	e	99	153		CD	205	M			
32	50	2	66	101	f	9A	154		CE	206	N			
33	51	3	67	103	g	9B	155		CF	207	O			

Note: ^- means hold down the control key when depressing the associated letter. For example, the hexadecimal value 01 is equal to a Control-A.

mal number 65. You should also note that there are some numbers that are not used for characters.

One More Complication

If you study the ASCII table in *Figure 2*, you will see that each character is repeated twice. For example, the hexadecimal numbers 41 and C1 both represent the upper case letter "A". The first group of characters, which includes the hexadecimal numbers 20 through 7A, is called the low-byte set. The high-byte set is in the table from hexadecimal A0 through FE. When we customize AppleWorks, we will change characters in both these sets. Some sector editors let you easily choose which set to change. The Copy //+ sector editor lets you change both, but makes it easier to change the high-byte set.

Getting Ready to Customize AppleWorks

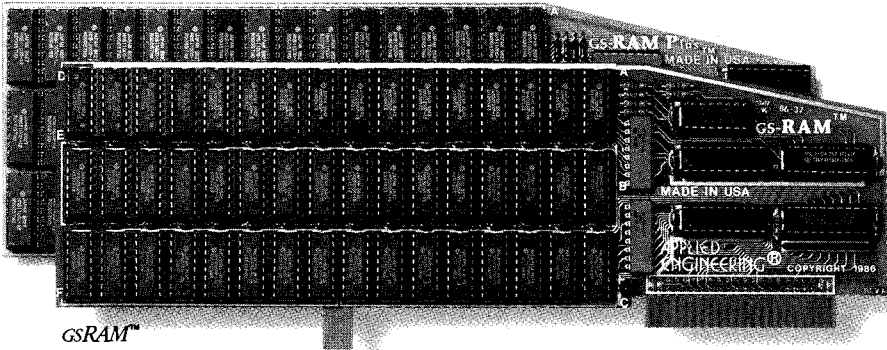
Now you have all the information you need to understand the screen display and the ASCII system. Next month we will use this information to modify AppleWorks.

[John Thomas is the computer teacher at Junior High School #3 in Trenton, New Jersey. You can reach him via his GENie address: JOHN.THOMAS.]

Insist on GSRAM™ When You Buy Your IIGS™

*Expand the IIGS RAM and ROM with the GSRAM or GSRAM Plus
with ROM Pak. Available now with 256K to 8 MEG!*

GSRAM Plus™



GSRAM™

Remember the 16K cards for the II+ and the 64K cards for the IIe? At the time, that much memory seemed like a lot. But when the owners of these memory cards came to us for more memory, many had to throw away their smaller Apple memory cards or try to sell them. Most of our customers told us that had they known about Applied Engineering's larger memory cards when they bought their Apple, they would have purchased them at the same time.

GSRAM and GSRAM Plus are available now, allowing up to 8 MEG of memory expansion. That's 8 times the memory capacity of Apple's card and just look at the benefits that only GSRAM and GSRAM Plus have over Apple's card:

- Lower cost
- Has 6 RAM banks (Apple's card has 4)
- Has memory expansion port
- Has ROM expansion port
- No configuration blocks to set
- No soldered in RAM chips
- Expandable to 8 MEG
- Expands AppleWorks internal limits
- Built-in Hi-Res self-diagnostic software
- 5 year hassle free warranty (Apple has a 90 day warranty)
- Made in USA

GSRAM for More AppleWorks Power

Only GSRAM and GSRAM Plus eliminates AppleWorks internal memory limits, increasing the maximum number of records available from 6,000 to over 25,000 and only GSRAM and GSRAM Plus increases the number of lines permitted in the word processing mode from 6,000 to over 15,000. And only GSRAM and GSRAM Plus offers a built-in printer buffer so you can continue using AppleWorks while your printer is printing. GSRAM and GSRAM Plus even expand the number of lines in the clipboard from 255 to 2047 and will auto segment large files so they can be saved on two or more disks. You can

even have Pinpoint or Macroworks and your favorite spelling checker in RAM for instant response. GSRAM and GSRAM Plus will even display the time and date right on the AppleWorks screen. Nothing comes close to enhancing AppleWorks so much.

Turn Your IIGS into a Giant

Simply plug GSRAM into the IIGS memory expansion slot and you've got up to 8 megabytes of RAM at your fingertips—all of it instantly and automatically recognized by the IIGS. GSRAM is compatible with all IIGS software, including AppleWorks, as well as BASIC®, ProDos, DOS 3.3, PASCAL®, "C" and CP/M®.

Grow by Bytes or Megabytes

We offer GSRAM in two configurations so you can increase your memory 256K at a time (GSRAM) or a megabyte at a time (GSRAM Plus). Both offer full compatibility, lower cost than other boards, and easy expandability. And both are extremely low in power consumption. A fully expanded GSRAM operates at only 375 ma, and GSRAM Plus at only 270 ma (even with 6 megabytes on board!)

GSRAM—for Normal Memory Requirements

GSRAM is available with 256K, 512K, 1 MEG or 1.5 MEG of memory already on board. If you don't need the full 1.5 MEG now, you can choose a GSRAM with less memory and expand it up to 1.5 MEG in the future—or upgrade to GSRAM Plus for a small charge.



Steve Wozniak, the creator
of Apple Computer

*"I recommend
Applied
Engineering
products
wholeheartedly."*

With an optional piggyback card, you can expand GSRAM even higher than 1.5 MEG! (Other cards are only expandable to 1 MEG.)

GSRAM Plus—for Growing by Leaps and Bounds

GSRAM Plus is the first Apple memory card to use 1 MEG RAM chips on the main board. It's available with 1 to 6 MEG on board. If you don't need the whole 6 MEG now, you can buy a GSRAM Plus with less memory and easily expand it in the future.

GSRAM Plus can be expanded up to 8 MEG with an optional piggyback card.

Easy Expansion

Both GSRAM and GSRAM Plus use standard RAM chips that are readily available and just plug right in. So unlike other cards, you'll find expanding your GSRAM or GSRAM Plus easy, convenient and very economical. And with our optional ROM expansion module you can even increase the IIGS's ROM space and all in just one slot.

Quality and Support of the Industry Leader

Applied Engineering is the largest supplier of Apple peripherals in the world. We invented the first large RAM cards for the Apple. With a 5-year "no-hassle" warranty and outstanding technical support, you can be sure GSRAM and GSRAM Plus will deliver the performance you're looking for—or return them within 15 days for a full refund.

GSRAM with 256K	\$169
GSRAM with 512K	\$219
GSRAM with 1 MEG	\$299
GSRAM with 1.5 MEG	\$379
GSRAM with 2-8 MEG	CALL
GSRAM Plus with 1-8 MEG	CALL

Order today!

See your dealer or call Applied Engineering today, 9 a.m. to 11 p.m. 7 days. Or send check or money order to Applied Engineering. MasterCard, VISA and C.O.D. welcome. Texas residents add 5% sales tax. Add \$10.00 outside U.S.A.

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The Apple enhancement experts.

(214) 241-6060

P.O. Box 798, Carrollton, TX 75006

An Easier Way to Use the Mail Merge Clipboard in Version 2.0

by Robert Netro

Here's a technique that saves you time when merging data base and word processor files.

If you haven't tried the mail merge module in version 2.0 of AppleWorks, you're missing a useful feature of this powerful program. You can use mail merge to prepare letters, send requests for catalogs, or fill out forms such as invoices and personnel forms. The holiday season is an excellent time to use the mail merge module to send greetings to friends, relatives and clients.

Generating a mail merge document is usually a two step process:

1. Prepare a tables format report in the data base module that contains your mail merge data and "print" that report to the mail merge clipboard.
2. Prepare a "base letter" in the word processor module and use the MM Command on the Options Menu to merge the data on the mail merge clipboard into your letter.

Mail Merge and Copy Clipboards are the Same

However, it turns out that the mail merge clipboard and the clipboard you access with the Copy or Move commands in the data base are the same. For that reason, you don't need to prepare a data base report to put records on the mail merge clipboard. Any records you place on the data base clipboard directly from the multiple record layout screen are automatically available in the mail merge module.

A Shortcut

Try this shortcut instead of preparing a mail merge report:

1. With your data base records displayed in multiple record layout, invoke the Copy Command.

Copy some records onto the clipboard.

2. Return to the Main Menu and indicate you want to create a new document for the word processor.
3. Create your new document, invoking the MM Command from the Options Menu whenever you want to insert data from the data base file.

This approach works just as if you wrote a data base report and stored that report on the mail merge clipboard; the records you placed on the data base clipboard are now available for the mail merge module.

Experiment with this procedure. For example, while in the data base, you can use the Apple-A command to sort the records in zip code or alphabetical order; the merged documents will be printed in that order. You can also use the Record Selection Rules Command (Apple-R) to select a subset of the records in your data base file and print merged documents for that subset of cases.

A Disadvantage

There is one disadvantage of using this shortcut: When you copy records directly from the multiple record layout screen, you cannot insert calculated categories. As a result, you cannot use this procedure if you want to merge calculated data into your documents. ■

[Robert Netro is President of M.I.H. Associates, an AppleWorks consulting firm, in Canton, Ohio. He is the author of numerous AppleWorks templates published by International Apple Core and other vendors.]

Some Tricks with Sideways

by Richard Melpignano

Sideways, from Funk Software, is an important accessory for those of us who print wide spreadsheet or data base reports. As the name implies, Sideways uses the graphic mode on your dot matrix printer to turn your wide output on its side and print the document vertically. Watching a wide spreadsheet print sideways on a dot matrix printer is a wondrous thing to behold.

Here are some suggestions to help you use Sideways to produce more visibly pleasing printouts.

How to Skip Over Perforations

Sideways does not skip over perforations automatically. The Sideways manual suggests that you can skip perforations by using the "Left Border (# of Columns)" choice in the Sideways' Printer Options Menu. This option leaves a half-inch space before the perforations. In addition, Column A of the spreadsheet is repeated after the perforations. Column A usually includes the labels that describe each row of the spreadsheet, so this is a helpful option when you want to remind the spreadsheet reader about the contents of each row.

If you do not want to repeat the first column, there is another way to skip the perforations. However, this method consumes some paper as you experiment. In the long run, it gives you another option to use with Sideways.

If you don't want to repeat Column A, do a trial run of your Sideways printout without choosing the "Left Border" option. If the perforations do not occur where you want them, exit Sideways and re-enter AppleWorks. Bring your spreadsheet back on the desktop and use the Apple-I command to insert a blank column or two where the perforations occur. Your formulas will automatically adjust themselves if you included a blank cell at either end of your range of values (as recommended in the Spreadsheet Tips article in the

February 1987 issue of the *AppleWorks Forum*).

Tip for Laser 128 Users

Laser 128 users may get garbled results when they try to print out their AppleWorks spreadsheet or data base report using Sideways. Here's the procedure I used to correct this problem with my Epson-compatible Star NX-10 printer:

1. Boot Sideways.
2. Load the file you want to print into memory.
3. Access the Port Configuration Menu by holding down the "P" key while pressing Control-Reset.
4. If you have a parallel printer, choose Option 1 and change "ZAP" to "YES". If you have a serial printer, choose Option 2 and change "ZAP" to "YES". Then press the RETURN key to install the new configuration.
5. Press Control-Reset to return to the Sideways Main Menu and choose "2" to work with the spreadsheet in memory. Your file should now print correctly.

Note that the ZAP reconfiguration must be reinstalled each time you turn on your computer and want to use Sideways. Also remember to change ZAP back to "NO" before you print a file from AppleWorks or any other program.

One final suggestion about printing AppleWorks data base reports with Sideways: Organize the report so its length is less than 249 lines or you will get a horizontal repetition of the final character at the end of the printout. ■

[Richard Melpignano is a teacher and photographer from Bellingham, Massachusetts.]

Rocky Mountain/Pacific/Foreign Volunteer Listing

by William Marriott

This month's list of member volunteer consultants are from the Rocky Mountain and Pacific times zones, Canada, and Mexico. If you have an AppleWorks problem, use the chart on the next pages to find people in your area who volunteered to help, then check the list below for their name, city, and phone number.

- | | | | |
|----|--|---|---|
| 1 | Bob Shipek; Great Falls, MT
406/ 791-2130 ... 8am- 5pm
406/ 452-9104 ... 9pm-12 midnight
CompuServe: 76067,3221 | 714/ 882-3308 ... Tue-Friday 10am -5pm T-F
CompuServe: 73277,2500
NAUG BBS: #43 | |
| 2 | Esther Hamel; St Ignatius, MT
406/ 745-4455 ... 10am-10pm | 14 | Berenice Maltby; Corona del Mar, CA
714/ 640-7369 ... Will return calls if local |
| 3 | Lyle Graff; Littleton, CO
303/ 794-5970 ... M-F 6-10pm; S-S noon-10pm
303/ 977-4557 ... M-F 8am-3pm
The Source: BDD672 | 15 | Donna Ewing; Costa Mesa, CA
714/ 556-3169 ... M-F 8:30-4:30 |
| 4 | Gary P. Armour; Littleton, CO
303/ 933-9493 ... Weekdays after 5:00;
S-S all day, | 16 | Terry Higgins; Hayward, CA
415/ 887-7499 |
| 5 | Steve Feldman; Denver, CO
303/ 428-6115 ... Daily 8am-8pm | 17 | Will Nelken; San Rafael, CA
415/ 456-1795 ... M-F 9-5pm
415/ 459-0845 ... M-F 5pm-10pm;
Sat 10am-8pm |
| 6 | David Gillaspie; Lakewood, CO
303/ 431-6100 ... Daily 9am-5pm
303/ 988-0994 ... Daily 7-8pm | 18 | Alan E. Kahn (Public. Acct.); San Anseimo, CA
415/ 457-9827 ... Daily 8am-9pm |
| 7 | Dr. Larry Thaete; Boulder, CO
303/ 939-9072 ... M,W,F 5-9pm
303/ 492-2717 ... M-F 9am-3pm | 19 | Calvin M Behrens Jr.; West Linn, OR
503/ 655-0058 ... M-F 9am-5pm
503/ 636-0762 ... M-F after 5pm, All Day S-S |
| 8 | Carol McPeck; LaSalle, CO
303/ 284-5508 ... 8am-Noon | 20 | Jim Emig; Portland, OR
503/ 280-5666 ... M-F 7am-4pm
503/ 771-1916 ... S-S 7am-9pm (answ. mach) |
| 9 | George Gray; Los Angeles, CA
213/ 774-4131 ... Daily 10am-10pm | 21 | Nancy Langlow; Redmond, WA
206/ 455-6052 ... Daily 8am-4:30pm
206/ 868-7254 ... Daily 4:30 pm to 11 pm |
| 10 | Tom Militello; Rancho Palos Verdes, CA
213/ 541-2766 ... Daily 4pm-8pm
NAUG BBS: #118 | 22 | Thomas E. Chambers; Fox Island, WA
206/549-4114 ... M-F 5-9pm (all day weekends) |
| 11 | Dale G. Shields; Torrance, CA
CompuServe: 73177,2323
GEne: D.G.SHIELDS | 23 | William L. Long; Clarkston, WA
509/ 758-5075 v/tdd ... T-Th 1:30-10:30pm;
M 1:30-5:30pm;
F 1:30-4:00pm;
S-S all day |
| 12 | Bob Demmon; Coronado, CA
619/435-0554 ... 8am-10pm (answ mach)
619/435-0520 ... (via modem) M-F 3-10pm;
S-S 9am-9pm
CompuServe: 70157,3607
NAUG BBS: #8 | 24 | Ross W. Lambert; Unalakleet, AK
907/ 624-3161 ... M-S 9am-9pm Alaska Time |
| 13 | Stephen Brewer; San Bernadino, CA
714/ 883-0365 ... Sun, M Evenings | 25 | Harve Thorn; Mexico City, Mexico
905/ 516-0720 ext. 135 ... M-F 8am-2pm |
| | | 26 | Brian K. Scully; Kitchener, Ontario, Canada
519/ 744-2064 ... M-F 9pm-10pm;
S-S noon to 10pm |

Rocky Mountain/Pacific/Foreign Volunteers

	1	2	3	4	5	6	7	8	9	10	11	12	13
	Bob Shipek, MT	Esther Hamel, MT	Lyle Graff, CO	Gary Armour, CO	S. Feldman, CO	David Gillaspie, CO	Dr. L. Thaete, CO	Carol McPeck, CO	George Gray, CA	Tom Militello, CA	Dale G. Shields, CA	Bob Demmon, CA	S. Brewer, CA
Educational Applications	
Telecommunications		
Copy][+ ProDOS			
FontWorks										.		.	
Sensible Grammar												.	
Sensible Speller												.	
RAMUP												.	
Point to point						.					.		
MegaWorks							.		.				
Macroworks													
ReportWorks												.	
ThinkWorks													
1040Works													
GraphWorks													
AutoWorks		
Pinpoint
Integration between modules					
Spreadsheet			
Data base
Word processing
Other hardware												.	
TransWarp Cards						.						.	
RamWorks Cards		
Checkmate Cards						.							
Apple memory card problems	.					.				.			
3.5-inch disks						
Hard disks	.					.							
Floppy disks
Printer and interface cards	

How to Use This Chart

The categories for help are listed down both sides of the chart. Along the top of the chart is a list of the members willing to offer technical assistance, the state in which they live, and a

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Integrating the Data Base and Spreadsheet Modules—Part 2

by Warren Williams

This is the second of four articles about how to integrate the AppleWorks data base and spreadsheet modules. Last month, Dr. Williams described how to transfer data from the spreadsheet into the data base. This month, he describes how to transfer data the other way: from a spreadsheet into a data base.

The reason you should integrate AppleWorks' data base and spreadsheet modules is to take advantage of the strengths of each module. Here are some examples of the advantages available when you transfer data between modules:

1. The data base module has limited calculating capabilities; you can use the calculating capabilities of the spreadsheet.
2. You can use the spreadsheet to add calculated categories into existing data base records.
3. You can use the features of the data base to help you manage spreadsheet entries. For example, even if you maintain your checkbook records in a spreadsheet, you can use the data base module to select all payments to a specific supplier or put your payments in chronological order.

While it takes a number of steps to transfer a spreadsheet into a data base, the process is relatively easy and can be automated with any of the popular AppleWorks macro programs, such as Key-Player, Super MacroWorks, UltraMacros or Auto-Works. [Ed: A future article in this series will describe macros that automate this transfer.]

Our Example

Our examples use the data base we developed last month; an inventory system for a small office supply business. Last month, we used AppleWorks' ability to write and read DIF files to copy the data base records into the spreadsheet module. Now

we will use the spreadsheet module to enhance the data file. Then we will transfer the revised file back into the data base. These techniques are generalizable to other applications.

Figure 1 lists the categories in each record in the sample data base. All categories except "Cost of Stock" and "Retail Value" contain data entered from the keyboard into the original data base file. The "Cost of Stock" and "Retail Value" categories are empty because they will ultimately contain calculated entries.

Figure 1: Categories Used in the Data Base Example

Part Number	Retail Price
Quantity	Cost of Stock
Description	Retail Value
Cost	

The spreadsheet file appears in Figure 2. Column A in Figure 2 contains parts numbers. Columns B, C, D, and E contain the quantity of each item, a description of the item, the cost per item, and the retail price. While our data base file contains two more categories ("Cost of Stock" and "Retail Value"), we entered no data into those categories; those columns are empty in the spreadsheet.

Figure 2: Spreadsheet with Data Imported from the Data Base

	A	B	C	D	E	F	G
1	34G21	24	Pens--Bic	0.28	0.49		
2	18PAP8.1	138	Paper--ru	0.76	0.94		
3	177DIAO	3	Daisy Whe	5.62	9.10		
4	183DIAO	2	Daisy Whe	5.62	9.10		
5	14MARS4	9	Mars Poin	4.20	6.99		

Command. In our example, you enter the formula $B1*D1$ in Cell F1 to calculate the cost of our stock. Then you copy the formula in Cell F1 to all cells in Column F. Similarly, to calculate the total retail value of each item, you

Working with the Spreadsheet

Each row in the spreadsheet contains the data from a different data base record; each column contains data from a single category. There are no column headings and the columns are in the default format; i.e., each column is nine characters wide, numbers are right justified, and text is left justified. Finally, not all the information in the data base file is displayed when the columns are in the default format. For example, Column C is too narrow to display all the data in the "Description" category. However, if you widen Column C, you will discover that all the data was transferred from the data base file.

In our example, we want to add two categories, the "Cost of Stock" and the "Retail Value", to each record. Since a category is represented by one column in the spreadsheet, we must add two columns to the spreadsheet and enter formulas into the cells in those columns.

We can also add a row to the top of the spreadsheet and insert column headings in that row. The column headings should correspond to the category names used in the original data base file. Column A contains the data from Category 1, and so forth. In our example, Column A contains the part number, Column B contains the quantity on hand, etc. However, we will not add that row of labels in this example; we know the contents of each column.

Since the focus of this article is on integrating the data base and spreadsheet modules, I will not describe how to develop formulas and use the Copy

would enter the formula $B1*E1$ in Cell G1 and copy that formula into all cells in Column G.

Our spreadsheet now includes all the data we will transfer back into the data base.

Transfer a Spreadsheet into a Data Base

Unfortunately, we cannot copy spreadsheet data directly into an existing data base file. We must create a DIF file that contains the spreadsheet data, use that DIF file to create a new data base, and finally, transfer the data into the original data base. While the process involves numerous steps, it is not complex.

Step 1: Create the DIF File

Follow these procedures:

1. Did you add any rows to put descriptive labels in your spreadsheet? If you did, delete those rows now.
2. Issue an Apple-P command.
3. Indicate that you want to "print" your entire spreadsheet.
4. Select "To a DIF file on disk" from the Printer Menu.
5. Respond to the "DIF order?" question by selecting "Columns".
6. Enter a pathname to store the DIF file on either your data disk or your RAM disk. If your data disk is named "DATA", enter the pathname

Data Base/Spreadsheet Tip...

“/DATA/DIF2”. If your RAM disk is named RAM5, enter “/RAM5/DIF2”. [Ed: See the article entitled “What AppleWorks Users Should Know About Pathnames” in the November 1986 issue of the AppleWorks Forum.]

Your data are now stored on disk in a DIF file named “DIF2”. The next step is to use that file to create a new data base file.

Step 2: Create the New Data Base File

Now you must create a temporary data base to store the data you transferred from the spreadsheet. Then you will move those data from the temporary file into the permanent data base file.

Follow these steps to create the temporary data base file:

1. Return to the Main Menu and indicate you want to “Add Files to the Desktop”.
2. Select #4, “Make a new file for the Data Base” from the Add Files Menu.
3. Select #4, “From a DIF (TM) file.” from the Data Base Menu.
4. Enter the pathname for that file. This should be the same pathname you entered in step #6 above.
5. Enter a name for your temporary data base file. Use something to remind you of its transitory nature; e.g., “Temporary”.

Your data base file appears on the screen, assigned to the default category names, starting with “Category 1”. In addition, this new data base knows nothing of your custom screen formats and your report formats.

Now you transfer these data into the original data base file.

Step 3: Delete Data from the Original File

First you must delete the records from the original data base file. Since AppleWorks will not let you delete all records from a file, you must insert a blank record at the beginning of the file and then

delete all the non-blank records. Follow these steps:

1. Use the Apple-Q command and select the original data base file.
2. Type an Apple-1 to insure that you are at the beginning of the file.
3. Issue an Apple-S command to save all data in the file in case you make a mistake.
4. Type an Apple-I to enter Insert Mode.
5. With the Insert New Records screen displayed, press the Return key once.
6. Press the Escape key.
7. With the multiple record layout on the screen, put the cursor anywhere in the first non-blank record.
8. Invoke the Delete Command (Apple-D).
9. Enter an Apple-9 to highlight all non-blank records in the file.
10. Press the Return key to delete all the non-blank records.

Step 4: Transfer Data from the New File

Now you transfer the data from the temporary data base file into the permanent file. This process is easier if you have a small data file or if you expanded AppleWorks with the desktop expansion software that comes with expanded memory cards. If you have a large file and did not expand AppleWorks, you will have to transfer your file in segments of up to 255 records at a time. I will describe how to transfer all records; you can extrapolate these steps to let you transfer segments of the file.

1. Use the Apple-Q command to get the temporary data base file on the screen.
2. You must be in multiple record layout. If you are in single record layout, issue an Apple-Z command.
3. Issue an Apple-1 to insure that you are at the beginning of the file.

Data Base/Spreadsheet Tip...

4. Issue an Apple-C command and select "To clipboard".
5. Issue an Apple-9 to indicate you want to select all records in the temporary data base file. Press the Return key.
6. Issue an Apple-Q command and switch to your original data base file.
7. Press the Space Bar to enter Insert New Records mode.
8. Enter an Apple-Z command *twice* to get to the multiple record layout.
9. Issue an Apple-C command and indicate you want to copy "From clipboard".
10. Issue an Apple-9 command and use the Delete Command (Apple-D) to delete the one empty record from your file.
11. Save your new data base file with the Apple-S command.
12. Clean up your desktop and the disk by removing the unwanted temporary files and DIF files.

That's it; you have transferred your spreadsheet into a data base file and have all the power of the data base at your fingertips. ■

[Dr. Warren Williams teaches in the Educational Technology program at Eastern Michigan University. He is a technical advisor to NAUG, a frequent contributor to the AppleWorks Forum, and conducts AppleWorks seminars throughout the country.]

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AppleWorks Add-Ons

Beagle Bros Update

Beagle Bros recently announced a program to encourage owners of AppleWorks enhancements to upgrade to the new Timeout series.

Owners of MacroWorks, Super MacroWorks, or AutoWorks can upgrade to UltraMacros for \$20. Owners of FontWorks can purchase SuperFonts for \$20, SideSpread for \$10, or both programs for \$30.

All orders must include your original program disk, payment for the software, and \$2.50 *per total order* for shipping and handling. Send your order to: Beagle Bros, 3990 Old Town Avenue, Suite 102C, San Diego, CA 92110. ■

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How to Store More on a Peripheral-Slot Memory Card

by Brian Theil

Here is a trick to help you use your Apple Expanded Memory or RamFactor card as a RAM disk.

There are two types of memory cards you can install in your Apple computer; "auxiliary-slot cards" and "peripheral-slot cards". Most of the popular cards (e.g., the Applied Engineering RamWorks, the Checkmate Technology Multi-Ram, and all non-Apple //c memory cards) are "auxiliary-slot cards". You install these cards in the auxiliary slot on the Apple //e, the slot usually reserved for Apple's 80-column expanded memory card. Since Apple Computer does not produce an auxiliary-slot card, there are no industry standards for these cards; each manufacturer uses its own standards.

By contrast, peripheral-slot cards fit into the slots at the back of the //e motherboard, the slots usually used to connect peripheral devices to your Apple. The most popular peripheral-slot cards are the RamFactor from Applied Engineering and the Apple //e Memory Expansion Card from Apple Computer. Apple Computer publishes standards for these cards. Most peripheral-slot memory cards, including the RamFactor, meet the Apple standards.

Advantages of Peripheral-Slot Cards

Peripheral-slot cards have some important advantages when compared to other memory cards. For example, it is easy to configure a peripheral-slot card to serve as a RAM disk. In addition, AppleWorks versions 1.3 and 2.0 automatically recognize the existence of a peripheral-slot card and takes advantage of all the unused memory on that card. However, this is both a blessing and a fault. While AppleWorks automatically gives you a large desktop, once the program is running, you cannot

add additional files to the RAM disk on the peripheral-slot card.

Why Add Files to the RAM disk?

If you can store your programs on the RAM disk and run AppleWorks from the memory card, why is it important to be able to add files to the RAM disk portion of the card?

Here are three answers:

1. As your AppleWorks skills grow, you will want to write DIF and ASCII files onto the RAM disk. For example, you can use these files to transfer data between the different modules and into other programs.
2. The increasing number of AppleWorks add-on programs lets you do more with AppleWorks. Many of these programs store temporary files on a disk or can read and write ASCII files. Unless you use the techniques described below, you cannot use your RAM disk to speed up these programs.
3. If you become active in telecommunications, you will use AppleWorks to prepare documents for transmission through electronic mail services. It is convenient to store those documents on your RAM disk.

How to Overcome the Limitations of Peripheral-Slot Cards

As described above, you cannot add files to a RAM disk on a peripheral-slot card once you are running AppleWorks. However, there are ways to overcome this limitation. The method you use de-

Hardware Tip...

depends on whether you have a RamFactor or an Apple Memory Expansion card.

If you have a RamFactor card, get version 2.3 or later of the AppleWorks 2 Expander software from Applied Engineering. This software lets you reserve space on the RamFactor card that can be used as a RAM disk while you are running AppleWorks. *[Ed: For more information about the latest version of the AppleWorks 2 Expander, see "Late News From Applied Engineering" in the November 1987 issue of the AppleWorks Forum.]* You can get the AppleWorks 2 Expander at no charge from your local Applied Engineering dealer or by sending \$10 to Applied Engineering, Box 798, Carrollton, Texas 75006.

What do you do If You Don't Have A RamFactor?

While the newest version of the AppleWorks 2 Expander will help owners of RamFactor cards, it is of little consolation to owners of Apple Memory Expansion cards. The method described below lets you get the benefits of a RAM disk with an Apple Memory Expansion card.

The trick is to store dummy files on your memory card, then run AppleWorks. AppleWorks will reserve all the remaining memory for the program and desktop, but will not disturb the files already stored on the card. When you need the space on the RAM disk, you can delete the dummy files and use the space they consumed; AppleWorks never tries to recover that space for the desktop.

Follow these steps:

1. Use the AppleWorks word processor to build one or more large AppleWorks files. Use the Apple-S command to save the file(s) onto an AppleWorks data disk.
2. Quit AppleWorks and, without re-booting your computer, access a file copy program such as Copy II+. *[Ed: RAMUP or the program selector add-ons to ProDOS make this easy. Otherwise, see "What AppleWorks Users Should Know About ProDOS Pathnames" in the November 1986 issue of the Apple-*

Works Forum.] Copy your dummy files to the RAM disk.

3. Quit the file copying program and re-enter AppleWorks without re-booting your Apple. The lower, right-hand corner of the AppleWorks screen should now indicate less memory available for the AppleWorks desktop. That space is reserved for additional files on your RAM disk.
4. When you want to store a file on the RAM disk, go to the Other Activities Menu in AppleWorks and delete the dummy file or files. AppleWorks will not re-occupy this memory space; it will remain available as RAM disk space. You can now save files in this space.

While this process is time consuming the first few times you do it, it goes faster once you are familiar with the steps and set up a routine.

Additional Suggestions

Here are two suggestions to make this work-around more convenient:

1. Either get a battery backup for your RamFactor card or plan to leave your Apple turned on. If you don't re-boot your Apple, your RAM disk will remain intact.
2. Do not delete the dummy files from the RamFactor card until you are ready to use the space on the RAM disk to store programs. In that way, you can quit AppleWorks and run another program. When you return to AppleWorks, the dummy file will still be reserving space on the RamFactor card.

[Brian Theil, a graduate of the Educational Technology program at Eastern Michigan University, is a compensatory education teacher in the Taylor (MI) Public Schools.]

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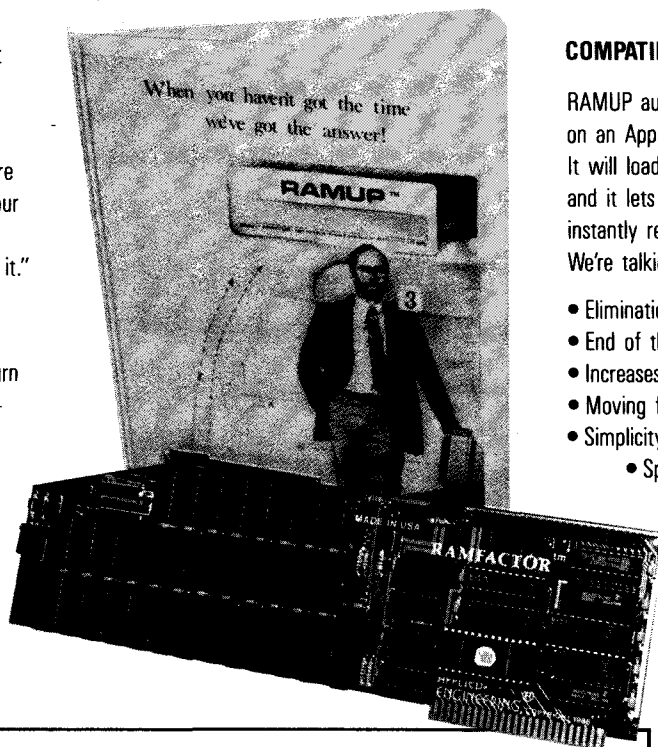
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*Requires Battery backup option

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Quick Tip

A Technique to Handle Dates in Data Bases

by A. William Neef

When you maintain a geological or genealogical data base, you typically keep track of dates from previous centuries. Unfortunately, AppleWorks' data base does not recognize dates prior to the year 1901. However, you can enter them as a decimal number in the following format:

YYYY.MMDD

where YYYY stands for the year (e.g., 1897), MM stands for the month (e.g., 04 for April) and DD stands for the date (e.g., 05 stands for the fifth of the month). So January 1, 1897 would be entered 1897.0101.

If you enter dates in this format, you can put records in chronological order by issuing an Apple-A command and arranging the records numerically from 0-9.

[Bill Neef is owner of Wolf Lake Sailboards in Grass Lake, Michigan.]

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Novice Notes

Avoiding Wide Right Margins in the Word Processor

by James Smith

Take a look at a letter or paper you wrote with the AppleWorks word processor. Is the right margin really one inch wide? Is "centered" text exactly at the center of the page? You might take out your ruler and check; many AppleWorks users are inadvertently printing their documents with wide right margins, and text to the left of center. Here's why:

The AppleWorks defaults set up the word processor module to expect an 8-inch platen width with 1-inch left and right margins. When we accept those defaults, we tell AppleWorks to print 6-inch wide lines of text (an 8-inch platen width less two inches for the left and right margins). Then we put 8.5-inch paper in our printer. No wonder our documents have a right margin 1.5 inches wide!

Fortunately, it's easy to overcome this problem: You should start each word processor document by changing the platen width to 8.5 inches ... the width of your paper. Each printed line will now be 6.5 inches long with 1-inch left and right margins.

Be careful to use this setting only in the word processor module. Most printers that accommodate 8.5-inch wide paper can only print an 8-inch line. The 8.5-inch setting works in the word processor because you leave left and right margins and do not ask the printer to print more than an 8 inch line of text. However, the default for printing in the spreadsheet and data base modules is for left and right margins of zero. If you change the platen width setting to 8.5 inches, you will tell AppleWorks to print a line that exceeds the limitations of your printer. As a result, your printer will wrap text to the following line or will print over existing text. Moral: Only use this technique in the word processor module.

[James Smith is the Technical and Support Services Coordinator for NAUG.]

A Shortcut for Preparing Mail Merge Documents

by Cathleen Merritt

The Holiday season is a good time to think of creative uses for the mail merge module in version 2.0 of AppleWorks. You can use this AppleWorks feature to help you send personalized letters to friends, customers, and business associates.

Here is a shortcut that can save you keystrokes when you create these mail merge documents.

The base document for mail merged output generally includes a number of categories imported from the data base file. Every time you want to add a category to your base letter, you must return to the Options Menu, enter an MM command, and select the appropriate category from the list on the screen. Here are two ways you can abbreviate this process.

If you have a macro program like KeyPlayer, UltraMacros, Super MacroWorks, or AutoWorks, create a macro that brings you to the Options Menu and invokes the MM command. You can invoke that macro whenever you want to add an additional category to your mail merge document.

Save Keystrokes without a Macro Program

If you don't have a macro program, you can still save keystrokes by adding all the categories when you start your document. You can move these categories to their final locations as you write.

More specifically, the first time you want to add a category to the base document, go to the Options Menu, invoke the MM Command, and add the first category to your base letter. AppleWorks will put the category on the screen and will return you to the Options Menu. Invoke the MM Command again and add the next category to your document. Continue to add categories until you've added all

the fields you need in your letter. *Figure 1* depicts your base document after you've added all the categories.

Figure 1: All Categories Added To A Document

-----Chars per Inch: 12 chars

December 2, 1987

^<TITLE> ^<FNAME> ^<LNAME> ^<ADDRESS1> ^[ADDRESS2]
^<CITY> ^<STATE> ^<ZIP>

Press the Escape key and return to the base letter. Now you can insert RETURNS and punctuation or use the Apple-M command to move the categories to their final locations as you compose your document. *Figure 2* shows the completed arrangement of the categories in the letter. All we did to get this format was to insert RETURNS after the LNAME, ADDRESS1 and ADDRESS2 categories, and a comma after the CITY category.

Figure 2: Categories in Final Format

-----Chars per Inch: 12 chars

December 2, 1987

^<TITLE> ^<FNAME> ^<LNAME>
^<ADDRESS1>
^[ADDRESS2]
^<CITY>, ^<STATE> ^<ZIP>

The mail merge module is an important addition to AppleWorks; it lets you generate data base reports and mail merge letters not possible with earlier versions of the program. Tricks like these make the module easier to use and less imposing.

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